



## **General Emergency Evacuation Plan The Barber Institute of Fine Arts**



The Barber Institute of Fine Arts is in a Grade 1 listed building built in 1937 located near to the East Gate of the University's Edgbaston Campus. The Barber Institute has three floors, with Reception and an auditorium on the ground floor and Gallery on the 1st floor.

There is lift and stair access to all floors. Step-free access is at the rear of the building. Disabled parking spaces are available across campus to Blue Badge holders.

The Visitor Services Team are available on reception at the main entrance and throughout the gallery to answer any questions during your visit.



The General Emergency Evacuation Plan identifies the measures in place to ensure that everyone requiring assistance can safely evacuate **The Barber Institute of Fine Arts**.

## **Please ask a member of the Visitor Services Team for further information on the location of refuge points and exit routes.**

Within The Barber Institute of Fine Arts, the following provisions and equipment in place to provide an assisted evacuation: -

- Evac+ chair located in the gallery on the 1<sup>st</sup> floor
- The Visitor Services Team based on all accessible floors; basement, ground floor reception and first floor galleries
- Audible fire alarm on all floors
- DeafWatch system (\*Please ask a member of the team if you require a pager and return after your visit)
- Trained members of staff (Visitor Services Team) for building evacuation, including additional Fire Wardens
- Clearly marked and illuminated fire exits on all floors
- Emergency lighting throughout
- Identified and clearly signed fire assembly point
- Handrails and floor level number on all escape stairs
- Handrails on the main entrance and gallery stairs

### **Refuge Areas / Fire Exit stairwell locations:**

- Basement
- Ground floor
- 1<sup>st</sup> floor gallery

### **Action to take on entering the building:**

- Familiarise yourself with emergency fire exit and routes
- There are fire exits on all floors; **Basement, Ground Floor and First Floor Galleries**
- Know where the nearest refuge point location on each floor
- Read the fire action notice - Located by the fire alarm call point at reception and throughout the building



### **Action to take on hearing the alarm**

- If you are able to do so, leave the building immediately following the instructions of the Visitor Services Team and/or Barber Institute of Fine Arts Fire Wardens & University staff
- Report to the assembly point located **opposite the main entrance**, crossing the ring road
- If you require assistance to leave the building go to the nearest refuge point location - inform the nearest member of staff if possible - Remain at the refuge point until a member of staff arrives to assist you

### **Contact a staff member if you require a Personal Emergency Evacuation Plan (PEEP).**

The contacts for this building are

**David Lowe**      T: 0121 414 8348      M: **07747472700**      E: D.S.Lowe@bham.ac.uk

**Peter Jagielnicki**      T: 0121 414 3152      M:      E: P.Jagielnicki@bham.ac.uk

### **Further Information**

If you require any further information please contact the Visitor Services Manager on 0121 414 8348

